

## Records Destruction Information of Chief Secretary for Administration's Office in 2024

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	7.71	<ul style="list-style-type: none"> <li>• Administration</li> <li>• Accommodation and Facilities</li> <li>• Procurement and Supplies</li> <li>• Finance and Accounting</li> <li>• Human Resources</li> <li>• Management of Information, Information Services and Information Technology</li> </ul>
Programme Records	118.34	<ul style="list-style-type: none"> <li>• Reference Services and Public Programmes of the Public Records Office of the Government Records Service</li> <li>• Departmental Records Management Review and Studies Matters</li> <li>• Past Completed Cases of the Independent Commission Against Corruption Complaints Committee</li> <li>• Files Relating to Correspondence Between the Chief Secretary for Administration's Office and Members of the Public</li> </ul>
<b>Total</b>	<b>126.05</b>	

*For enquiries concerning the above destruction information, please approach Chief Secretary for Administration's Office at [admwing@csso.gov.hk](mailto:admwing@csso.gov.hk).*